

# **WHITE PLAINS PUBLIC LIBRARY BOARD OF TRUSTEES**

## **Regular Meeting**

*Wednesday, July 13, 2016*

7:00 p.m. Call to order

- 1. Minutes of Regular Meeting of June 8, 2016**
- 2. Budget**
  - a. City Revenue & Expenditures Budget by Department – 06/30/16
- 3. Bills: 2015 – 2016 Budget: Claim #22, #23, #24, #25**
- 4. Reports of Library Administration**
- 5. Trustee Reports & Business**
  - a. WLS
  - b. Friends Meeting – Next Meeting until September
  - c. Foundation Report – No Report
- 6. Ongoing Business**
  - a. Capital Project Update
- 7. New Business**
  - a. Vote on Personnel Additions/Deletions: 04/01/16-06/30/16

**White Plains Public Library Board of Trustees  
Minutes of Regular Meeting  
June 8, 2016**

**Call to Order**

The regular meeting of the Library Board of Trustees was called to order at 7:04 p.m. by President James. In attendance were Trustees Barrera, Haynes, James, Matthews-Serra, Scherer and Schwarz. Absent: Trustees D'Ambrosio, Furth and Fried. A quorum was met. Also in attendance were Library Director Brian Kenney, Assistant Library Director Kathy Degyansky, Foundation Executive Director Nancy Rubini and Library Director's Secretary, Sandra McDaniel.

**Minutes of Regular Meeting of May 11, 2016**

The minutes of the regular meeting May 11, 2016 were amended to reflect that City of White Plains was developing a plan for the library plaza on a MOTION by Trustee Matthews-Serra, seconded by Trustee Haynes. On a MOTION by Trustee Matthews-Serra, seconded by Trustee Scherer, the minutes were approved as amended.

**Budget**

The City Revenue & Expenditure Budget by Department, as of May 31, 2016 was reviewed and Library Director Kenney said that there was nothing of note to report.

**Bills: 2015-2016 Budget: Claim #21**

Trustee Schwarz confirmed that he had reviewed the bills prior to the meeting and found them to be in order. On a MOTION by Trustee Schwarz, seconded by Trustee Haynes, approval was granted for payment of claim #21.

**Reports of Library Administration**

The Board reports were reviewed. President James asked Library Director Kenney if the library now had heat and hot water and Library Director Kenney responded that we do not. Mr. Kenney spoke with DPW yesterday and they were working with Con Ed to get the work inspected before it was turned on. Library Director Kenney discussed his meeting with publishers at the BookExpo America in Chicago where he presented on the topic of "Demystifying How Librarians Buy" and also discussed the global ambassadors program that is now being held in The Edge at the library.

**Trustee Reports & Business**

**WLS** – Mr. Kenney attended the meeting and there was nothing of note to report.

**Friends** – Trustee Schwarz said he attended the Friends Annual meeting and enjoyed the local author, Susan Gordon's talk about her book.

**Foundation** – Executive Director Nancy Rubini reported that the Foundation was working on the 2016-2017 budget and submitted a proposal for an Aging and Art grant. She also remarked that she would be meeting with the Shinnyo-en Foundation next Saturday.

**Ongoing Business**

Library Director Kenney stated that the plans for the capital project were being submitted to DPW and the project was running three weeks behind schedule, but he expected to catch up to the project's timeline. Mr. Kenney said he was wrapping up furniture decisions. Library Director Kenney requested assistance from the Board, if they felt comfortable, in contacting some of our elected officials regarding SAM funding.

## **Minutes of the June 8, 2016 meeting of the Library Board of Trustees, page 2**

Library Director Kenney distributed the Library's 2016-2019 Strategic Plan and noted that some progress has been made but there was still work to be done. Mr. Kenney remarked that there needs to be a marketing plan and a greater marketing effort for a library this size. Library Director Kenney said he was not as focused on goal #3 which was to maximize the library's exterior space as this would be addressed when the renovation was closer to completion.

### **New Business**

Assistant Library Director Degyansky discussed the June 1 incident in men's room that involved men being arrested for using drugs. Ms. Degyansky remarked that White Plains detectives said this was an ongoing problem and they would be following up with surveillance. Assistant Library Director Degyansky noted that the security officers' tours of the library will now include the men's restroom.

Ms. Degyansky informed the Board that the City Wide Art Show attracted 1000 people last Friday and that Comicon also was well attended.

### **Adjournment**

There being no more business before the Board, the meeting was adjourned at 7:52 p.m. on a MOTION by Trustee Schwarz, seconded by Trustee Haynes.

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Denise Matthews-Serra, Secretary  
Library Board of Trustees

# MEMO

**To:** White Plains Library Board of Trustees  
**From:** Bill Deierlein, Business Manager  
**Subject:** Monthly Budget Report  
**Date:** July 7, 2016

In the Budget Report as of June 30, 2016 all monthly revenues and expenditures are normal.

FOR 2016 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							
02 INTERGOVERNMENTAL							
02269 LIBRARY-OTHER LIBRARIES	-16,060	-16,060	-26,005.00	.00	.00	9,945.00	161.9%
TOTAL INTERGOVERNMENTAL	-16,060	-16,060	-26,005.00	.00	.00	9,945.00	161.9%
03 CHARGES FOR SERVICES							
03649 MISCELLANEOUS REIMBURSEMENTS	-1,775	-1,775	-1,447.42	.00	.00	-327.58	81.5%
03650 REPLACEMENT MATERIAL FEE	-3,500	-3,500	-3,359.43	-306.76	.00	-140.57	96.0%
TOTAL CHARGES FOR SERVICES	-5,275	-5,275	-4,806.85	-306.76	.00	-468.15	91.1%
06 MISCELLANEOUS							
06651 LIBRARY FINES	-100,000	-100,000	-71,817.54	-6,165.13	.00	-28,182.46	71.8%
06691 JURY DUTY	0	0	-120.00	.00	.00	120.00	100.0%
06695 RENTAL LIBRARY SPACE	-6,000	-6,000	-3,721.00	-560.00	.00	-2,279.00	62.0%
06697 COMMISSION COIN MACHINE	-18,000	-18,000	-16,611.04	-2,188.10	.00	-1,388.96	92.3%
06699 OTHER	-4,500	-4,500	-3,338.77	-280.39	.00	-1,161.23	74.2%
TOTAL MISCELLANEOUS	-128,500	-128,500	-95,608.35	-9,193.62	.00	-32,891.65	74.4%
09 OPERATING TRANSFERS							
09910 GENERAL FUND CONTRIBUTION	-6,185,000	-6,222,175	-5,940,615.64	-479,314.60	.00	-281,559.36	95.5%
TOTAL OPERATING TRANSFERS	-6,185,000	-6,222,175	-5,940,615.64	-479,314.60	.00	-281,559.36	95.5%
0A APPROP FUND BALANCE							
09999 APPROPRIATED FUND BALANCE	-28,181	-28,181	.00	.00	.00	-28,181.00	.0%
TOTAL APPROP FUND BALANCE	-28,181	-28,181	.00	.00	.00	-28,181.00	.0%

FOR 2016 12

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-6,363,016	-6,400,191	-6,067,035.84	-488,814.98	.00	-333,155.16	94.8%
GRAND TOTAL	-6,363,016	-6,067,035.84	-488,814.98	.00	-333,155.16	94.8%

\*\* END OF REPORT - Generated by Bill Deierlein \*\*

FOR 2016 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							
1. SALARIES & WAGES							
1.100 APPTD OFFICIALS SALARIES	149,630	151,874	151,874.04	16,810.48	.00	- .04	100.0%
1.150 MANAGERIAL SALARIES	212,625	215,798	215,798.12	23,848.93	.00	- .12	100.0%
1.200 CSEA SALARIES AND WAGES	2,252,220	2,214,331	2,163,921.08	254,046.03	.00	50,409.92	97.7%
1.201 CSEA OVERTIME	49,000	49,735	67,019.06	8,636.89	.00	-17,284.06	134.8%
1.203 CSEA ATTENDANCE BONUS	10,000	10,000	9,600.00	.00	.00	400.00	96.0%
1.800 PART-TIME/HOURLY WAGES	235,000	275,000	248,239.22	38,263.34	.00	26,760.78	90.3%
TOTAL SALARIES & WAGES	2,908,475	2,916,738	2,856,451.52	341,605.67	.00	60,286.48	97.9%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	220,402	220,963	215,236.10	25,934.01	.00	5,726.90	97.4%
2.020 MTA PAYROLL TAX	9,899	9,927	9,714.94	1,152.65	.00	212.06	97.9%
2.101 NYS EMPLOYEE PENSION	497,765	494,068	466,381.01	46,044.30	.00	27,686.99	94.4%
2.201 EMPLOYEE ACTIVE HEALTH INS	498,195	475,283	465,987.00	40,130.82	.00	9,296.00	98.0%
2.202 RETIREES HEALTH INSURANCE	180,000	180,000	193,365.61	17,325.81	.00	-13,365.61	107.4%
2.203 RETIREES HEALTH INS BUYOUT	3,150	3,150	3,150.00	.00	.00	.00	100.0%
2.204 NYS HEALTH INS ADMIN CHRG	1,536	1,536	761.04	.00	.00	774.96	49.5%
2.205 RETIREES MEDICARE PAYMENT	55,000	55,000	53,437.80	10,059.90	.00	1,562.20	97.2%
2.206 ACTIVE HEALTH INS BUYOUT	27,135	27,135	28,203.00	1,068.00	.00	-1,068.00	103.9%
2.301 DENTAL INSURANCE PLAN	41,528	39,875	39,861.20	3,356.20	.00	13.80	100.0%
2.407 OPTICAL INSURANCE	11,614	12,378	11,006.08	907.56	.00	1,371.92	88.9%
2.501 GROUP LIFE INS-MANAGEMENT	3,247	3,247	3,170.88	264.24	.00	76.12	97.7%
2.601 MEMBERSHIPS-FEES-DUES	1,640	1,640	1,690.00	.00	.00	-50.00	103.0%
2.602 EDUCATION-TRAINING FEES	2,500	2,500	7,154.53	1,268.00	.00	-4,654.53	286.2%
2.603 TRAVEL AND TRANSPORTATION	2,000	2,000	976.33	615.75	.00	1,023.67	48.8%
2.703 UNIFORMS	350	350	.00	.00	.00	350.00	.0%
2.905 EMPLOYEE ASSISTANCE PROG.	1,445	1,445	1,320.00	.00	.00	125.00	91.3%
TOTAL EMPLOYEE BENEFITS	1,557,406	1,530,497	1,501,415.52	148,127.24	.00	29,081.48	98.1%
3. MATERIALS & SUPPLIES							

FOR 2016 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	10,000	10,000	8,773.92	638.14	.00	1,226.08	87.7%
3.003 PRINTING	2,000	2,000	3,740.64	1,460.64	299.00	-2,039.64	202.0%
3.004 POSTAGE	0	0	32.04	.00	.00	-32.04	100.0%
3.005 BOOKS-PAMPHLETS-MOVIES	184,000	184,000	134,837.21	11,959.77	.00	49,162.79	73.3%
3.006 SUBSCRIPTIONS-PERIODICALS	14,686	14,686	13,979.20	554.50	.00	49,706.80	95.2%
3.010 NON-BOOK MATERIALS	120,000	120,000	139,671.44	10,922.19	.00	-19,671.44	116.4%
3.011 PROGRAM SUPPLIES	5,000	5,000	3,665.45	338.68	.00	1,334.55	73.3%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	179.95	.00	.00	820.05	18.0%
3.014 LIBRARY SUPPLIES	11,000	11,000	10,315.59	349.74	.00	684.41	93.8%
3.016 REPLACEMENT MATERIALS	3,000	3,000	2,279.15	2,279.15	.00	720.85	76.0%
3.022 PC SOFTWARE	2,200	2,200	1,945.99	37.99	.00	254.01	88.5%
3.301 BLDNG/FCLTY REPAIRS	14,000	14,000	14,056.81	3,700.00	.00	-56.81	100.4%
3.302 BULD./FAC. EMERGENCY REPRS	3,325	3,325	2,277.36	1,697.36	.00	1,047.64	68.5%
3.306 MAINTENANCE SUPPLIES	18,000	18,000	22,737.94	1,828.74	.00	-4,737.94	126.3%
3.601 ELECTRICITY	413,733	413,733	311,804.07	22,449.16	.00	101,928.93	75.4%
3.602 TELEPHONE	4,020	4,020	3,041.16	274.67	.00	978.84	75.7%
3.603 GAS	68,424	68,424	41,853.18	.00	.00	26,570.82	61.2%
3.604 WATER	5,000	5,000	5,712.96	1,882.67	.00	-712.96	114.3%
3.703 EQUIPMENT RENTAL	1,313	1,313	1,312.56	281.38	.00	.44	100.0%
3.704 COPIER RENTAL	6,701	6,701	7,371.72	654.31	.00	-670.72	110.0%
3.716 LIBRARY SOFTWARE LEASE	75,770	75,770	84,842.09	.00	.00	-9,072.09	112.0%
TOTAL MATERIALS & SUPPLIES	963,172	963,172	814,430.43	61,309.09	299.00	148,442.57	84.6%
4. DIRECT COSTS							
4.004 CONSULTANTS	0	0	7,300.00	.00	.00	-7,300.00	100.0%
4.005 FINANCIAL/ AUDITING COSTS	4,200	4,200	4,200.00	.00	.00	.00	100.0%
4.015 SERVICE CONTRACTS	143,771	143,771	127,062.69	12,448.89	7,104.40	9,603.91	93.3%
4.016 SECURITY GUARDS	111,531	111,531	106,662.49	14,810.73	.00	4,868.51	95.6%
4.023 PROGRAM SERVICES	56,500	56,500	52,074.21	2,917.75	.00	4,425.79	92.2%
4.025 EXTERMINATING SERVICES	0	0	205.00	.00	.00	-205.00	100.0%
4.058 ON LINE SUBSCRIPTION SRVC	29,772	29,772	29,937.43	696.62	.00	-165.43	100.6%
4.602 STF CONTRIBUTION	41,273	41,273	41,273.00	.00	.00	.00	100.0%
4.709 LIBRARY PRGM ACTIVITIES	10,000	10,000	9,260.00	150.00	.00	740.00	92.6%
TOTAL DIRECT COSTS	397,047	397,047	377,974.82	31,023.99	7,104.40	11,967.78	97.0%

5. EQUIPMENT



FOR 2016 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
5.207 COMPUTER PERIPHERAL EQUIP	4,800	4,800	4,391.07	463.39	.00	408.93	91.5%
5.211 CPU AND SERVERS	1,500	1,500	1,500.00	.00	.00	.00	100.0%
TOTAL EQUIPMENT	6,300	6,300	5,891.07	463.39	.00	408.93	93.5%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	530,616	530,616	530,615.64	79,314.60	.00	.36	100.0%
9.990 RESERVE FOR FINANCING	0	55,821	.00	.00	.00	55,821.00	.0%
TOTAL OTHER FINANCIAL USES	530,616	586,437	530,615.64	79,314.60	.00	55,821.36	90.5%
TOTAL LIBRARY FUND	6,363,016	6,400,191	6,086,779.00	661,843.98	7,403.40	306,008.60	95.2%
GRAND TOTAL	6,363,016	6,400,191	6,086,779.00	661,843.98	7,403.40	306,008.60	95.2%

\*\* END OF REPORT - Generated by Bill Deierlein \*\*

WHITE PLAINS PUBLIC LIBRARY  
BOARD OF TRUSTEES

BUDGET YEAR 2015 - 2016

CLAIM LIST # 22

Claims Paid On: June 10, 2016

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
2.602 Education	PC-203	Austin Olney - reimburse	\$ 398.00
3.001 Office Supplies	claim 6/3/16	W.B. Mason	43.97
3.003 Printing	PO34191	PSI Plastic Graphics	1,460.64
3.005 Books	165	Baker & Taylor, Inc.	5,084.57
	159	Bilingual Publications	226.93
	160	Ingram Library Services	175.57
3.006 Periodicals	161	Magnotta's Supermarket	85.00
	162	Royal Scarlet Deli	469.50
3.010 Non Books	PC-203	Austin Olney - reimburse	59.99
	PC-195	Midwest Tape	1,839.00
	PC-196	OverDrive, Inc.	290.90
3.011 Program Supplies	PC-197	Bonnie Grant - reimburse	13.96
3.022 Software	PC-198	Bill Deierlein - reimburse	37.99
3.301 Facility Maintenance	PC-200	Door Control	158.00
3.306 Maintenance Supplies	PC-200	Door Control	125.00
	PC-199	Atlantic Westchester	93.40
	PC-201	Grainger	433.95
4.015 Service Contracts	PC-202	Sound Water Treatment Center	335.00
4.016 Security	163	Security Services of Connecticut	6,719.57
4.023 Program Services	PC-195	Midwest Tape	113.95
4.058 Online Subscriptions	164	Optimum	18.31

Approved:

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Denise Matthews-Serra, Secretary

WHITE PLAINS PUBLIC LIBRARY  
BOARD OF TRUSTEES

BUDGET YEAR 2015 - 2016

CLAIM LIST # 23  
Page 1

Claims Paid On: June 24, 2016

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
2.602 Education	167	Sharon Rothman - reimburse	\$ 70.00
	169	Erik Carlson - reimburse	800.00
3.001 Office Supplies	claim 6/6	Staples	156.80
	claim 6/22	Staples	465.48
3.005 Books	claim 6/14	Amazon	8.99
3.010 Non Books	PC-221	Baker & Taylor, Inc.	33.57
	PC-215	Midwest Tape	2,590.42
	PC-216	Austin Olney - reimburse	59.99
3.011 Program Supplies	claim 6/6	Staples	68.19
	claim 6/22	Staples	79.78
	claim 6/14	Micro Center	73.65
	claim 6/14	Ideal Jacobs	63.10
	PC-217	Michael's Pizza	40.00
3.014 Library Supplies	PC-222	Brodart Co.	349.74
3.016 Replacement Materials	PC-215	Midwest Tape	308.77
3.306 Maintenance Supplies	PC-218	Atlantic Westchester	79.56
	PC-219	Kent Supply Company	232.85
	May '16	Purchase - Supply Room	132.33
3.601 Electricity	4/13 - 5/12	NYPA	22,449.16
3.602 Telephone	168	Verizon Wireless	39.26
3.603 Gas	5/12 - 6/13	Con Edison	1,805.89

WHITE PLAINS PUBLIC LIBRARY  
BOARD OF TRUSTEES

BUDGET YEAR 2015 - 2016

CLAIM LIST # 23  
Page 2

Claims Paid On: June 24, 2016

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
3.604 Water	165	City of White Plains	\$ 1,882.67
3.703 Equipment Rental	June '16	SPOK	23.38
3.704 Copier Rental	PC-204	Canon Financial Services	654.31
4.015 Service Contacts	PC-204	Canon Financial Services	40.75
	PC-204a	Canon Solutions America	456.12
	claim 6/9	Samy's Cleaning Service	1,400.00
	PC-220	Sound Water Treatment Center	2,850.00
4.023 Program Services	PC-221	Baker & Taylor, Inc.	2,378.50
	PC-215	Midwest Tape	409.30
4.709 Library Programs	166	Caroline Rothstein	150.00

Approved:

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Denise Matthews-Serra, Secretary

**WHITE PLAINS PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**BUDGET YEAR 2015 - 2016**

**CLAIM LIST # 24**

**Claims Paid On: July 7, 2016**

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
3.001 Office Supplies	PC-205	CDW Government	\$ 45.45
3.003 Printing	PO34235	D&E Business Forms	299.00
3.005 Books	171	Baker & Taylor, Inc.	2,922.03
	170	Ingram Library Services	3,493.91
3.010 Non Books	PC-206	Bibliotheca	2,108.10
	PC-207	OverDrive	3,940.22
3.016 Replacement Materials	171	Baker & Taylor, Inc.	1,970.38
3.301 Facility Maintenance	PC-208	Open Systems Metro	342.00
3.306 Maintenance Supplies	PC-209	Atlantic Westchester	263.02
	PC-210	Grainger	468.63
3.703 Equipment Rental	PC-211	Pitney Bowes GFS	258.00
4.015 Service Contracts	PC-211	Pitney Bowes GFS	168.00
5.207 Computer Peripherals	PO34277	B& Photo	463.39

Approved:

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Denise Matthews-Serra, Secretary

**WHITE PLAINS PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**BUDGET YEAR    2015 - 2016**

**CLAIM LIST #    25**

**Claims Paid On:    July 22, 2016**

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
2.603 Education	175	Bonnie Grant - reimburse	\$ 15.75
	174	Ben Himmelfarb - reimburse	400.00
	172	Brian Kenney - reimburse	200.00
3.005 Books	PC-225	Baker & Taylor, Inc.	19.19
	177	Bilingual Publications	47.77
	180	Ingram Library Services	950.81
3.006 Periodicals	179	Magnotta's Supermarket	68.00
3.010 Non Books	PC-225	Baker & Taylor, Inc.	38.49
	PC-225A	Midwest Tape	791.00
	PC-223	OverDrive	10,718.01
3.011 Program Supplies	PC-224	Michael's Pizza	20.00
3.016 Replacement Materials	PC-225a	Midwest Tape	157.43
4.015 Service Contracts	PC-223	Sound Water Treatment Center	335.00
4.016 Security	178	Security Services of Connecticut	8,091.16
4.023 Program Services	PC-225	Baker & Taylor, Inc.	440.00
	PC-225a	Midwest Tape	117.93
4.058 Online Subscriptions	173	Bill Deierlein - reimburse	660.00
	176	Optimum	18.31

Approved:

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Denise Matthews-Serra, Secretary

By: Timothy Baird

Dept. Adult Services

Subject: Monthly Report – June 2016

Date: July 6th, 2016

### Administrative

- Met with Assistant Director Degyansky to discuss handling of patron printing when patrons have no money with them.
- Meeting with Director Kenney and Head of Systems Lolis to discuss the implementation of mobile hotspot lending at the Library.
- Met with Head of Collections Deschamps to discuss what microfilm to keep and where it will be kept during the renovation and also its new home in the Hub.
- Attended Interim Services meeting to prepare for the renovation and how services will be provided on the second floor and what collections will be available.
- Generated statistics reports: Science Fiction/Mystery collection statistics; Edge collection statistics.

**Staff Activities** - *Thanks to librarians Sharon Rothman, Mariel Perez, Nancy Kunz, Erik Carlson , Kathlyn Carroll, Ben Himmelfarb and Austin Duffy who contributed to this report as well as Digital Media Specialist Austin Olney.*

- Media Specialist Olney assisted with recording of puppet show for the Trove.
- Media Specialist Olney received his A+ certification. He interviewed teens for the Summer Worker position through the Youth Bureau. Taught 3D printing to a local Girl Scout troop. Gave a tour of the Media Lab to the WP Education & Training Center Staff. Olney attended these meetings: Summer TV Production workshop at Eastview; Ineko of Shinnyo-En in the Media Lab; Best Buy grant meeting.
- Librarians Himmelfarb, Kunz, and Perez attended an ALA webinar: "Engaged and Inclusive: Libraries Embracing Racial Equity and Social Justice."
- Librarians Himmelfarb and Rothman along with Library Clerk Harris continue to meet to create a training checklist for all library employees.
- Librarian Rothman attended the Westchester Library Association year-end luncheon meeting. She also had a planning meeting with Rose Macom who leads the Job Club.
- Librarian Himmelfarb attended ALA in Orlando. He led the RUSA History discussion group and was elected to the RUSA Executive Committee. He would like to thank the Board and the Friends for their support of professional development.

- Librarian Perez viewed the webinar “Successfully Serving the Hispanic Community”.

#### **Customer Service:**

- Drop-in Computer Help to assist patrons with technology issues.
- There were two 3D printing appointments and one Audio Studio appointment in the Media Lab.
- 17 Local History queries were answered, 15 of them long distance via email.
- New program offered in June: Drop-in Computer Help in Spanish, coordinated by Librarian Perez.
- Offered 7 one-on-one trainings and 7 regular computer classes.
- 9 English Conversation groups. A survey was done with the Conversation groups and the results were distributed to help plan for an even better in the Fall.
- 4 Homebound deliveries, 2 to the Bristol.

#### **Community Outreach:**

- Media Specialist Olney hosted the DIY Guild of White Plains in the Media Lab.
- Librarian Himmelfarb attend the YWCA GEMS moving up ceremony and he played the recording/slideshow of the Oral History work they did. He also continues partner with Tom VanBuren to edit and create Oral Histories for JazzFest.
- Librarian Duffy assisted Librarian Perez at a visit to the Kensington to teach residents how to download e-books and reserve print books.
- Please see the Community Outreach report for more details on Outreach.

#### **Programs:**

- Barbara Wenglin’s spring short-story discussion series ended in June with a lively discussion by more than 30 participants of two challenging and compelling stories written by contemporary authors. We plan to resume in the fall using a new story anthology, with dates and selections to be announced over the summer.
- Librarian Himmelfarb hosted Poetry Slam & Open Mic featuring guest poet Caroline Rothstein.
- Spanish programs included Quickbooks and Websites for your Business.
- Please see the Edge Report for Teen Programming.



By: Kathleen Degyansky  
Dept.: Assistant Director  
Subject: Monthly Report – June 2016  
Date: June 30, 2016

## OUTREACH AND COLLABORATION

- Interviewed by Library Journal on June 21 regarding the Veterans Writing Workshop that was conducted by the Library in the winter. The article will appear in September.

## PROGRAMS

- Monitored the White Plains Citywide School Art show reception on June 2. More than 1,000 people attended this event.
- Monitored the Youth Bureau's Comicon on June 4. 900 people registered.
- Worked with the White Plains Hospital or arrange a program on Robotic Surgery for October 11.

## STAFF AND TRAINING

- Posted the Librarian III job announcement on the NYLINE listserv, the Westchester Library System website, the New York Metropolitan Library Council website, the I Need a Library Job website and the Pratt Institute Information and Library Science newsletter.
- Attended the Youth Bureau's Summer Youth Employment Fair on June 6. Two candidates were selected; one for Systems and one for Maintenance. They will work from July 5 through August 12.
- Prepared canvass letters for the Library Clerk vacancy. Letters were sent out June 29.
- A new volunteer was deployed to help out with the English Conversation groups.

## GRANTS

- Submitted the final report for the 2013 New York State Library Construction Grant.
- Prepared grants application packets for two State and Municipal Facilities grants supported by State Senators Latimer (\$100k) and Stewart-Cousins (\$120k).

## Children's Monthly Report

**By:** Rosemary Rasmussen  
**Dept:** The Trove- Children's Services  
**Subject:** June, 2016  
**Date:** June 28, 2016

### Outreach, Projects and Visits

- Quite a few classes came to the Trove in June. The German School had a very large Kindergarten and they visited over two mornings.
- Terry Rabideau ran a famous African American guessing game at the Juneteenth celebration.
- Dr Karen Smith brought her children's literature class from Queens College for a tour of the Trove and a short lecture from Rosemary Rasmussen. They were able to see The Edge as well.
- Bonnie Grant and Rosemary interviewed teens who wanted to work in The Trove for the summer at the Youth Bureau Job Fair.
- Terry and Rosemary trained 60 teen volunteers who signed up to volunteer over the summer. These volunteers really help with our summer programs.

### Programs

- Michael Albert was able to fit in a collage workshop before he left on a tour of libraries and museums across the country. This artist who lives in White Plains donated a beautiful text map of the City and it was hung in The Edge, with Library Director Brian Kenney and Mayor Thomas Roach presiding. Bonnie and some of our volunteers ran the collage workshop.
- We are taking a summer break on Sunday family programs but will resume in September.
- Our early childhood programs continue to draw new families to The Trove. Mother Goose Time with Raquel and Time For Twos and Threes with Terry are always popular. Raquel and Tata offer Fun With Toddlers to bridge the gap.
- Tanya Nadas keeps the dogs coming to The Trove for Who Let The Dogs In! This reading program is always popular.
- Rosemary will perform her Little Red Hen puppet show with a new soundtrack, thanks to the tech expertise of Austin Olney and Ryan Jackson.
- The Summer Reading Game began June 27, the week after school ended. 104 children joined the first day!
- We scheduled special programs for the first week of the summer game, a magic show by Jim Vagias, a puppet show by Puppets-to-Go, movies and our homegrown programs.

### Staff

- Raquel Cavalcanti and Tata Cañuelas presented their Day Of The Dead project at the 12th Annual Mini Conference & Mini World Language Book Fair Conference in Philadelphia.
- Bonnie attended the Random House introduction of new books and authors.
- Tata hosted the Anne Izard Award meeting, and attended a meeting of the Ethnic Services Roundtable of NYLA at Warwick.

Christiane Deschamps  
Department: Collection Management  
Subject: Monthly Report (June)

Date: July 6, 2016

20 Request a Purchase forms were processed (AV requests done by Karyn De Luca).

Worked day and evening shifts at the reference desk.

Led 2 English Conversation Groups.

Set up, promoted, and attended new, weekly "Lunchtime Meditation @ the Library" program, which will run through the end of August. Attendance ranges from 10-14 per session.

With Staff Association, coordinated retirement breakfast for Susan Siegel; her last day was June 29.

With Trove staff, set up processing and circulation guidelines for Launchpads, tablets with apps for children.

Attended meeting of "Interim Services" group to plan services and collection access during the renovation.

Attended webinar "Engaged & Inclusive: Libraries Embracing Racial Equity and Social Justice." Speakers discussed staff and public library programs (e.g. book groups) focusing on and encouraging diversity.

With Mary Black, cancelled orders that would not arrive before June 30 and cleared up acquisitions module in preparation for rollover to new fiscal year.

### **Rest of Department**

Susan Siegel, Theresa Jattan, and Mary Black placed year-end orders, received, processed, and cataloged materials (including many donations, Ingram orders and summer reading books); they checked candidates for weeding and deleted items.

Maya Leggat assisted with weeding, processing (including Launchpads), selected and boxed books for Valhalla shelter, and worked a Saturday in the Trove.

Jerrick Harris processed YA graphic novels and transferred new books to old.

Volunteer Jovaun Jackson packed and labeled 60+ Better World Book boxes and shifted book collections.

## June monthly report 2016

### Programs

Citizenship class

1 1-1 computer help

Offered Drop in Computer class in “Spanish”

2 Quickbooks in Spanish sponsored by Allstate 26 people attended

Websites for your business in Spanish 14 people attended

Scheduled dates for English/Spanish language exchange program in the Fall

### Community Outreach

Food Bank Pantry 217 families

7 Esl Tours 98 people

Visited The Kensington Assisted living registered 10 people for library cards and demonstrated 4 people with downloading ebooks and catalogue searching.

Called Ridgeway Church for outreach

Listened to Webinar on Successfully serving the Hispanic community

Listened to Webinar **Engaged and Inclusive: Libraries Embracing Racial Equity and Social Justice** .

# MONTHLY REPORT

**By:** John Lolis  
**Dept.** Library Systems  
**Subject:** Monthly Activity Report - June 2016

- We will soon be offering patrons the ability to reserve and check out mobile wireless hotspot devices. Smaller than a cellphone in size, these rechargeable devices can provide wifi internet access wherever Sprint has 4G data coverage. We purchased five of the devices through the technology donation organization, [TechSoup.org](http://TechSoup.org), and have contracted with [MobileBeacon](http://MobileBeacon) to provide the Sprint cellular data contract for each of the devices. The purchase price was a total of \$60 for all five devices, and the data plan costs \$600 per year (\$10 per device per month). The circulation period will be for seven days, and we will be using TixKeeper to allow patrons to reserve the devices for specific time periods, just as we do with the museum passes. We expect the mobile hotspot lending program to be launched on Friday, July 15th.
- Beginning at 1am on Wednesday, June 22<sup>nd</sup>, the SirsiDynix main library server was upgraded. This necessitated an upgrade of the WorkFlows client on all service desk and staff workstations. All service desks were upgraded prior to opening, followed by an upgrade of all staff workstations that was completed by day's end.
- We deployed a third wireless access point for our public wifi network to provide better coverage for the west side of the main floor.
- On June 7<sup>th</sup>, we upgraded PCReservation and DeepFreeze on all public access workstations.
- We purchased a portable projection screen so that we can once again offer its availability for meeting room rentals. The stand for the original screen was too unstable for it to be used safely.

## Memorandum

To: Brian Kenney, Library Director  
From: Nancy Kunz, Community Relations Librarian  
Subject: June 2016 Publicity  
Date: 6/30/16

White Plains Library hosting Comic-Con2 on Saturday

<http://www.lohud.com/story/news/local/westchester/white-plains/2016/06/03/white-plains-library-hosting-comic-con-2-saturday/85362388/>

Comic enthusiasts flock to Comic-Con2 in White Plains

<http://www.lohud.com/story/news/local/westchester/white-plains/2016/06/07/comic-enthusiasts-flock-comic-con-2-white-plains/85522168/>

**MONTHLY REPORT  
AGENDA ITEM #4**

**By:** Brian Kenney  
**Dept.** Library Director  
**Subject:** Monthly Report  
**Date:** July 13, 2016

Most of my work this past month has been on the Capital Project: working with architects, finalizing plans for presentation to DPW, finalizing furniture decisions, developing interim services, working with library movers, and others. I have also initiated the search process for the new Manager of Youth Services (job ad attached.)

Delivered keynote speech, "We've Always Been Makerspaces: Major Trends Impacting Public Libraries," for Library Association of Rockland County Annual Meeting, June 10, New City.

Keynote Panelist, "Library as Classroom," San Jose State University's Worldwide Virtual Conference, July 15.

Met with Ineko Tsuchida, director of the Shinnoy-en Foundation, to review Foundation sponsored programs, especially the Global Ambassadors, July 18.

With Nancy Rubini, library staff, worked on several grants including All State Foundation and Best Buy.

Attended American Library Association Annual Conference, Orland, FL. Service on the ALA Council, the ALA Publishing Committee, and the Notable Books Council. With furniture and ebook vendors as well as many publishers, July 24-28.

With Commissioner Rick Hope, other DPW staff, and the Library's architects, met to review the capital project, architect's contract, timeline, scope and finalize plans.

Working timeline: The project will go out for bid the first week of August, 8/28 bids are due, 8/30 bids are opened and by 9/6 the project will be awarded. In September I will work with library movers to relocate services and collection to the second floor and erect the wall around the construction site. Construction to begin soon after.

It was agreed that the project would be in three phases. The first phase requires that all work up to and including the central book stack would be completed by March 1; this means that the Library would have access to the non-fiction collection as of March 1. The second phase would complete the renovation. The third phase would create the new entrance.

I will be working with Nancy Rubini and the Foundation on information for the public as we approach the renovation.



## **Librarian III Job Ad**

The White Plains Public Library has an opening for a Librarian III to serve as manager of youth services. One of the busiest public libraries in New York State, the White Plains Public Library values excellent customer service and innovation in library services. This position, which is available due to retirement, oversees the Trove, our library for children and families, as well as the Edge, our library and digital media lab for teens. As a Librarian III, you will evaluate the effectiveness of the Library's services to youth; recommend and implement new programs; represent the Library to the White Plains community; work with White Plains Public Schools, the White Plains Youth Bureau, and other community organizations; supervise staff while providing opportunities for development and training; oversee library collections; and prepare and manage budgets, in addition to other responsibilities.

Special consideration will be given to candidates who:

- Are excited by the opportunity to create library services for youth and families in a multilingual, multicultural city
- Possess experience in library services to both children and teens
- Have management experience
- Possess a sense of humor, intellectual curiosity, and an eagerness to innovate
- Genuinely like people, look outwards towards the community, can work effectively with colleagues, patrons, and library stakeholders
- Know childrens' and YA collections, as well as emerging trends in publishing
- Are involved in state or national organizations and remain current with trends in youth services.

This position is a member of the Library's management team. The successful candidate must be available to work evening as well as weekend hours and will also be required to pass a civil service examination and be reachable for permanent appointment.

The City of White Plains is located 25 miles north of New York City in Westchester County. Home to 55,000 residents, the City's population expands to 225,000 every workday as thousands of people travel to the City for work or school. The modern downtown has enjoyed a recent revitalization with expanded shopping and dining options. With a Metro North commuter railroad station and a bus transit center, people from all over Westchester County make White Plains a destination for work, leisure, and study.

The White Plains Public Library serves the City through one facility, located in downtown White Plains. With a staff of 44 FTE, in 2015 the Library attracted 560,000 visitors, 27,000 program participants, and circulated over 665,000 items. The Trove, a library for children, opened in 2005 and the Edge, a library and media lab for teens, opened in 2014. The final phase of the Library's capital campaign will create the Hub for adults, including a café and bookstore. The White Plains Library Foundation, an

independent organization, supports the Library's capital program as well as new initiatives. For more information, visit [www.whiteplainslibrary.org](http://www.whiteplainslibrary.org).

Salary Range: \$75,350-\$101,941

Minimum Qualifications: Master's degree in library and information science from a program that is accredited by the American Library Association or recognized by the New York State Education Department as following accepted education practices, and four (4) years of professional library experience subsequent to receiving the Master's Degree.

Special Requirement: Eligibility for a New York State Public Librarian's Professional Certificate at the time of application; possession of certificate at the time of appointment.

The City of White Plains is an Equal Opportunity Employer

If interested, please email cover letter and resume by July 18 to: Brian Kenney, Library Director, [bkenney@whiteplainslibrary.org](mailto:bkenney@whiteplainslibrary.org). Please put "Librarian III" in the subject line.

# Edge Report - June 2016

## **Teen Programs:**

- Librarian Carlson
  - Michael Albert Collage Hanging and workshop, Intro to 3D Printing
- Digital Media Specialist (DMS) Olney
  - Hosted Comic Book Club, Create an Android App (x2), Girl Scouts 3D Printing, Drop-in 3D Printing, Music Making
- Library Assistant Lissman
  - Hosted Smart Money for Teens

## **Training & Meetings:**

- Librarian Carlson
  - Best Buy Grant Meeting, Global Ambassadors Meeting, Edge Meeting, Tour of Edge to WPETC
- DMS Olney
  - Summer TV Production Camp Meeting, Best Buy Grant Meeting, Global Ambassadors Meeting, Ineko Visit, Edge Meeting, Tour of Edge to WPETC

## **Other Projects:**

- Librarian Carlson
  - Monthly and Daily Schedules, Maker Camp 2016 affiliate site status for Library
- DMS Olney
  - A+ Certification Exam, Interviewed Teens for Summer Position, 3D Printing appointments (x2), Audio Studio appointment (x1)

# WHITE PLAINS PUBLIC LIBRARY

April 1, 2016 thru June 30, 2016

## CIVIL SERVICE RETIREMENTS (2)

Siegel, Susan	Office Assistant II	6/29/16
Rasmussen, Rosemary	Librarian III	6/29/16

## HOURLY STAFF APPOINTMENTS (1)

Glazer, Melissa	Jr. Librarian PT	4/4/16
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